

# DIRECTIVE

## JOB TRAINING PARTNERSHIP ACT

Number: D99-4

Date: August 12, 1999  
69:126:cg:3058

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: JTPA DATA REPORTING REQUIREMENTS

### EXECUTIVE SUMMARY:

#### Purpose:

This directive provides policy and procedures for Job Training Partnership Act (JTPA) reporting. The state reserves the right to mandate additional JTPA reporting requirements.

#### Scope:

This directive applies to all California Service Delivery Areas (SDA) and to other entities contracting directly with the Employment Development Department for JTPA funds.

#### Effective Date:

This directive is effective on the date of issue.

### REFERENCES:

- JTPA Section 106
- Title 20 Code of Federal Regulations Section 627.425
- Department of Labor (DOL) Training and Employment Information Notice (TEIN) 5-93, Changes 1 and 2, JTPA Standardized Program Information Report (SPIR) Instructions (January 24, 1997)
- DOL TEIN 9-97, Subject: Timely and Accurate JTPA Reporting (August 21, 1997)
- DOL TEIN 19-98, Year 2000 Business Continuity and Contingency Planning (BCCP) for JTPA Systems
- JTPA Directive D96-13, Subject: Submission of Electronically Readable Monthly and Quarterly Reports (October 29, 1996)
- JTPA Directive D97-2, JTPA Closeout Handbook (July 22, 1997)

- JTPA Directive D98-15, PPFU Data Collection and Reporting (February 22, 1999)
- JTPA Information Bulletin B97-104, Year 2000 (Y2K) Compliance Status Reporting (February 25, 1998)
- JTPA Information Bulletin B98-109, Business Continuity and Contingency Plan for Year 2000 (June 21, 1999)
- JTPA Information Bulletin B98-110, 1999 SYETP—Immediate Action Required (June 22, 1999)

## **STATE-IMPOSED REQUIREMENTS:**

This directive contains only state-imposed requirements.

## **FILING INSTRUCTIONS:**

This directive supersedes JTPA Directive 98-3, dated August 28, 1998, and finalizes Draft Directive DD-20, issued for comment on July 12, 1999. Retain this directive until further notice.

## **BACKGROUND:**

The Government Performance and Results Act enacted by Congress has increased the scrutiny of publicly funded programs, and consequently increased the importance of timely and accurate reporting of JTPA program information. In compliance with these requirements, the DOL mandates all states to submit various summary level financial and participant reports, and the SPIR containing individual JTPA terminnee data.

In California, DOL requirements are met by JTPA subrecipients submitting various monthly, quarterly, and year-end summary-level reports (e.g., JTPA 10, 10E, 11, 12, and 12E) and individual participant-level reports to the Job Training Partnership Division (JTPD). The JTPD compiles the SDA data into statewide reports and submits quarterly and annual reports to DOL, including the SPIR.

As specified in JTPA Directive 96-13, the Job Training Automation (JTA) system, maintained by the State, provides subrecipients the ability to produce and submit all of the state-mandated electronic reports. The SDAs not using the JTA system are provided file formats for submitting the reports required in an electronically readable format. The JTPA subrecipients are required to submit electronically readable reports (except for JTPA forms 121, 122R, Title II-B JTPA Summary Program Report (JSPR), JTPA Systems Y2K Report, and the BCCP).

To ensure that California's data are complete and timely, subrecipients must comply with the state reporting requirements. These data are used to evaluate California's performance, prepare the required DOL reports, monitor Title III Governor's 40 percent project expenditure rates, and respond to requests about California's JTPA program. Also, the SPIR is the source for national performance evaluations (comparisons of states and SDAs throughout the nation).

A number of subrecipients continue to submit late terminnee data for monthly postprogram follow-up (JTPA Directive 98-15). Terminnee data received by the University of California Berkeley (UCB) more than 13 weeks after the termination date will not be included in the adult follow-up sample. Late reporting decreases the follow-up sample, changes the local factors for the performance standards model, and understates California's performance outcomes. Additionally, untimely reporting causes discrepancies between SPIR data and quarterly reports.

## **POLICY AND PROCEDURES:**

Subrecipient, for this directive, means SDAs and other entities that receive JTPA funds directly from the State.

Subrecipients are responsible for ensuring that all reports required by the State (see *Attachment 1—JTPA Report Descriptions*) are submitted timely (see *Attachment 2—Yearly Reporting Calendar*) and that the data reported are complete.

### **Monthly Reports**

- Terminnee data are required to be submitted monthly for postprogram follow-up by the 10th of the month following the end of the report month. All adult terminnee data must be submitted in time to be included in the pool for the UCB follow-up samples.
- JTPA 10E—For selected Title III grants, the JTPA 10E reports are required to be submitted by the 25th of each month (see *Attachment 2*). Monthly JTPA 10E reports must include data through the end of the prior month and prior year expenditure data. For those projects which are in their first year of funding, report “0” (zero) expenditures for the prior years. In the second year of the project, prior year expenditure data must be included.
- Participant reporting requirements for Title III formula funds differ from Title III project funds. For Title III formula funds, subrecipients must report program year-to-date participant activity, i.e., from July 1 to current report period. For Title III project funds, subrecipients must report participant data on a project-to-date basis, i.e., cumulative activity from the inception of the project to the current month.
- JTPA 121 and 122R—The JTPA 121 and 122R reports, for the Title III Rapid Response programs, are required to be submitted by the 25th of the month following the end of the report month. A JTPA 121 specific to each WARN notice is generated by JTPD and is faxed to the SDAs along with the WARN letter from the employer. After the SDA provides Rapid Response assistance, the SDA should include the completed 121 in the monthly report sent to JTPD. A copy of the revised JTPA 122R report form is attached (*Attachment 3*). Both the JTPA 121 and 122R report forms may be faxed to JTPD at (916) 654-9586.

## Quarterly Reports

- Title II Programs

The JTPA 10, 11, and 12 reports are required to be submitted for all Title II programs except Title II-B and 8 Percent by the 25th of the month following the end of the report quarter.

Individual Participant Data (IPD) are required to be submitted for all Title II grants, except for Title II-B, 8 Percent, and IV-C, by the 25th of the month following the report quarter.

For 8 Percent Projects, the California Department of Education and Chancellors Office of California Community Colleges are required to submit expenditure and participant reports by the 4th of the second month following the end of the report quarter.

- Title III Programs

The JTPA 10E, 11, and 12E reports for the remainder of the Title III grants are required to be submitted by the 25th of the month following the end of the report quarter. (See *Attachment 2* for the description of required grants due on the 25th.)

The JTPA 10E and 11 participant reporting requirements for Title III formula funds differ from Title III project funds. For Title III formula funds, subrecipients must report program year-to-date participant activity, i.e., from July 1 to current report period. For Title III project funds, subrecipients must report participant data on a project-to-date basis, i.e., cumulative activity from the inception of the project to the current month.

The IPD are required to be submitted for all Title III grants by the 25th of the month following the report quarter.

- Special Project Programs (Defense Diversification, Defense Conversion, and National Reserve Account projects)

The JTPA 10E, 11, and 12E reports for these projects are required to be submitted by the 20th of the month following the end of the report quarter.

- Summer Youth Employment and Training Program (SYETP)—Title II-B

The DOL is requiring both financial and participant data to be reported at the beginning, middle, and end of the SYETP program.

For the first, second, and third quarters, subrecipients should submit only electronic JTPA 10, 10E, 11, 12, and 12E reports, i.e., JTA transmission, modem file transfer, or diskette. For the fourth-quarter reports, one signed original hard copy report is required in addition to the electronic reports. All electronic format and signed hard copy reports need to be received by JTPD on or before the indicated deadlines. If a subrecipient faxes the hard copy reports, these faxes need to have authorized signatures and are to

be received by JTPD no later than close of business on the deadline date, followed by the original hard copy reports submitted by mail. All faxes should be faxed to (916) 654-9586. Hard copies should be mailed to:

Attention: Fourth Quarter Reporting  
Job Training Partnership Division  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001

## **Year-End Reporting**

- Final year-end participant and financial reports (JTPA 10, 10E, 11, 12, 12E, and IPD) are due on or before August 20 for the prior program year for all grants except Title II-B. The latest fourth quarter JTPA 10, 10E, or 11 reports received by August 20 will be used to calculate final performance standards and fund utilization (D97-13 and D97-18). Final fourth quarter year-end summary participant reports must be complete and accurate, and reflect all enrollments, terminees, and associated training, services, and outcome data for the program year. Title III projects, excluding formula funds, should be reported project-to-date. Please assure that the number of terminees and terminnee characteristics submitted on the program-to-date quarterly reports match the terminnee records submitted on the IPD.
- Final year-end Title II-B participant data must be submitted to JTPD by December 31, for the Title II-B October-September program year. A Title II-B Summary Program Report must also be submitted to JTPD by October 8.
- The report programs that generate the IPD must be run immediately after the JTPA 10, 10E, and 11 reports, ensuring that no additional paperwork is entered in the meantime. For JTA users, the JTPA 10, 10E, and 11 reports should be selected using report periods format (month/year) rather than (month/day/year) format.
- Electronic format (JTA transmission, modem file transfer, or diskette) and the signed original hard copy JTPA 10, 10E, 11, 12, and 12E reports are required for all final fourth-quarter reports. All electronic format and signed hard copy reports must be received by JTPD on/or before the indicated deadlines. If a subrecipient faxes the hard copy reports, these faxes need to have authorized signatures and must be received by JTPD no later than close of business on the deadline date, followed by the original hard copy reports submitted by mail.
- The JTPD will notify subrecipients of errors in the initial fourth quarter IPD and provide outlier reports for reviewing the accuracy of submitted data. Although the State will not accept a revised IPD after August 20, subrecipients may be asked to submit additional information to JTPD so that corrections may be made to the State's IPD database. Once these corrections are made, the data are submitted to DOL in the SPIR format.
- If errors in outcome reporting are identified during a review conducted by a representative at the federal, state, or local level that effect the final participant data reported by an SDA, the errors may be documented as findings in a report. Recommendations for corrective actions relative to these findings could include

documentation of the client's name, case record number, original outcome, correct outcome, and an explanation of the changes applicable to the final year-end data previously submitted. The SDA should not attempt to correct these errors by submitting revised electronic reports to JTPD. If a decision is made to revise data locally, subrecipients are strongly advised to maintain a tight audit trail by fully documenting the changes so that, if necessary, reconciliation to the state database can be done. A copy of the documentation should be faxed to the Data Analysis Unit at (916) 654-9586. Furthermore, should the final results of a review and any subsequent investigation demonstrate that the data on which an SDA's performance outcomes were calculated is invalid, incentive awards received by that SDA may be subject to recapture by JTPD.

### **Late Paperwork**

- Due to federal reporting requirements and time frames, the State will not accept revised or additional terminations from SDAs after the August 20 deadline. Section 106(j)(3) of the JTPA requires the Governor to provide DOL with information on the performance outcomes achieved by each SDA on the core standards and their eligibility to receive an incentive award. To comply with this requirement, JTPD uses the final reports received from SDAs on or before the August 20 deadline to calculate final performance outcomes and determine the distribution of the incentive award funds. This information is reported to DOL on September 30 in the annual Performance Status Summary Report.
- If a subrecipient discovers that late terminnee data did not get entered in time to be included in the prior program year, the subrecipient will be required to enter the terminnee's paperwork into the current program year and date the late paperwork July 1 or later regardless of when the participant actually terminated. Notes should be made to the case files documenting the reason for the late paperwork, the actual date of termination, and the date used to enter the paperwork in the current program year.
- If a subrecipient discovers that late enrollment data on participants who are currently active in the program did not get entered in time to be included in a prior program year, the subrecipient may enroll the client into the prior program year. The JTA Help Desk in JTPD can assist SDAs with that process. However, entering the enrollment data into the prior program year will result in the carry-out participant counts not equaling the carry-in participant counts. This action could result in a monitoring finding. Subrecipients must explain in the Comments Section of the quarterly JTPA 10 or 10E participant reports any inconsistencies between carry-out and carry-in participant counts, and/or any differences between IPD terminnee and quarterly report terminnee counts on the final fourth-quarter reports.

### **Year 2000 (Y2K)**

When the developers designed the JTA system, they anticipated Y2K requirements and included data fields to handle dates beyond December 31, 1999. Furthermore, in early 1998 staff conducted a Y2K assessment of the JTA application and identified a few instances where complete dates were not stored or displayed. The developers modified the JTA system to store and display these dates correctly. However, it is

important to note that if local hardware, emulation software, or stand-alone reporting systems are not Y2K compliant, problems may occur. The JTPA Systems Y2K Status Reports must be submitted on the assigned dates. (See *Attachment 2* for due dates.)

Furthermore, the DOL issued TEIN 19-98, to provide additional Y2K guidance to the JTPA State system. This will ensure that its mission critical systems can provide services to participants in the event of disruption in services caused by Y2K or other infrastructure failures. The DOL asks the SDAs to voluntarily complete a BCCP. Finally, DOL expects the state to oversee this action and report the results to the Regional Offices.

Therefore, the State of California asks that the SDAs complete the Working Table—Risk Assessment Steps as indicated in JTPA B98-109. For your convenience, the Self-Assessment Instrument (FB98-109A) is available in Microsoft Word 97. The form can be accessed on the JTPD web site in the Resource Information Center at <http://www.edd.ca.gov/jtparicm.htm> under Miscellaneous Forms. The completed document can be e-mailed to: [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (subject line should read: “BCCP”). The document can also be sent to the following address:

Attention: BCCP Desk  
Job Training Partnership Division  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001

## PROCEDURES

- When the reporting deadline falls on a weekend or a holiday, the reports are due on the last working day prior to the reporting deadline.
- Subrecipients must submit zero reports on the JTPA 10, 10E, 11, 12, and 12E if no activity has occurred.
- On the JTPA 12 and 12E reports, if a line item in a subgrant has been fully spent but the grant term is still active, the report may be marked final by indicating **Y** in Section I, G. when submitting the report. In this manner, no report is due for this line item until closeout. Take note of the ending term date for individual line items within a grant, a **Y** or **C** must be marked in Section I, G during the month the term date expires for the individual line item. According to the timelines specified in this directive, revisions to final reports may be submitted; mark them with a **Y** also.
- Subrecipients using the JTA system should ensure that the closing report date is set to on/or before August 20 of the current year. Otherwise, subsequent JTPA 10, 10E, 11, and IPD reports will not be complete.
- Subrecipients using the JTA system should ensure that the program year reports begin and end dates do not overlap into other program years. If they do overlap, the reports will likely not reflect the actual activities during the specified time period.

**ACTION:**

- Bring this directive to the attention of appropriate staff. This includes all entities involved in your local reporting process, including fiscal accounting and service providers.
- Review local policies and incentives for ensuring that contractors and local staff submit timely and complete data. Subrecipients must institute local policies to minimize entry of late paperwork. Consider implementing consequences for failure to comply with timely and complete reporting requirements in local policies and contracts.
- Subrecipients not using the JTA system are required to review and modify their local JTPA management information systems as necessary to ensure that the data submitted are consistent with this policy.

**INQUIRIES:**

Please direct inquiries about this directive to the JTA Customer Support Unit at (916) 653-0202 for JTA questions; Deborah Cusimano, Manager, Data Analysis Unit at (916) 653-4292 for participant reporting questions; David Rexius, Manager, Financial Management Unit at (916) 654-8502 for financial reporting questions; Jim Scholl, Manager, Internal Support Unit at (916) 657-4610 for Y2K questions, or to your program manager.

/S/ BILL BURKE  
Assistant Deputy Director

Attachments



**JTPA REPORT DESCRIPTIONS**

| <b>FORM NUMBER</b> | <b>REPORT NAME</b>                                                      | <b>SUBGRANT</b>                                     | <b>TYPE OF REPORT</b>            | <b>MEDIUM</b> |
|--------------------|-------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------|---------------|
| 10                 | JTPA Quarterly Status Report Participation and Termination Summary      | Title II                                            | Participant Report               | Electronic    |
| 10E                | JTPA Title III Monthly/ Quarterly Participation and Termination Summary | Title III, Title III Veterans, DCA, DDP, NRA        | Participant and Financial Report | Electronic    |
| 11                 | JTPA Quarterly Status Report Participant Characteristics Summary        | Title II and III, Title III Veterans, DCA, DDP, NRA | Participant Report               | Electronic    |
| 12                 | JTPA Summary of Expenditures Report                                     | Title II                                            | Financial Report                 | Electronic    |
| 12E                | JTPA Summary of Expenditures Report                                     | Title III, Title III Veterans, DCA, DDP, NRA        | Financial Report                 | Electronic    |
| 121                | Rapid Response Assistance Onsite Visit Report                           | Title III Rapid Response                            | Onsite Visit Report              | Hard copy     |
| 122R               | JTPA Title III Rapid Response Batch and Monthly Expenditure Report      |                                                     | Financial and Batch Report       | Hard copy     |
| IPD                | Individual Participant Data                                             | Title II and III                                    | Participant Report               | Electronic    |
| --                 | Summary Program Report                                                  | Title II-B                                          | Participant Report               | Hard copy     |
| PPFU               | Postprogram Follow-Up                                                   | Title II and III Adults                             | Participant Report               | Electronic    |
| --                 | JTPA Systems Y2K Status Report                                          | Not applicable                                      | Status Report                    | Hard copy     |

| <b>FORM<br/>NUMBER</b>      | <b>REPORT NAME</b>                                       | <b>SUBGRANT</b>       | <b>TYPE OF<br/>REPORT</b>            | <b>MEDIUM</b>              |
|-----------------------------|----------------------------------------------------------|-----------------------|--------------------------------------|----------------------------|
| --                          | Veterans<br>Supplemental                                 | Title III<br>Veterans | Participant Report                   | Electronic or<br>Hard Copy |
| FB98-101A1                  | Planning Estimates                                       | SYETP—<br>Title II-B  | Participant/<br>Financial<br>Summary | Hard Copy                  |
| FB98-110B1                  | Mid-Summer<br>Report                                     | SYETP—<br>Title II-B  | Participant/<br>Financial<br>Summary | Hard Copy                  |
| FB98-<br>110C1              | End of Program<br>Report                                 | SYETP—<br>Title II-B  | Participant/<br>Financial<br>Summary | Hard Copy                  |
| Risk<br>Assessment<br>Table | Business<br>Continuity and<br>Contingency Plan<br>(BCCP) | Not applicable        | Risk Assessment<br>Table             | E-mail/Hard<br>Copy        |

**NOTE: In addition to electronic reports, at-year-end original, signed hard copy reports are also required.**

## YEARLY REPORTING CALENDAR

| REPORT PERIOD ENDING | DUE DATE     | SUBGRANTS                                                                                                               | REPORT FORMS                                                                      |
|----------------------|--------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Jul. 15              | July 23      | SYETP—Title II-B                                                                                                        | FB98-110B—Mid-Summer Report                                                       |
| Jul. 31              | August 5     | Title III 40% Veterans                                                                                                  | Veterans Supplemental                                                             |
|                      | August 10    | All Adult Funding Sources<br>BCCP                                                                                       | Postprogram Follow-up<br>Risk Assessment Table                                    |
|                      | August 25    | Title III 40% Veterans<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III Rapid Response                 | 10E<br>10E<br>10E<br>JTPA 121, 122R                                               |
| Aug. 31              | September 5  | Title III 40% Veterans                                                                                                  | Veterans Supplemental                                                             |
|                      | September 10 | All Adult Funding Sources                                                                                               | Postprogram Follow-up                                                             |
|                      | September 15 | Y2K                                                                                                                     | JTPA Systems Y2K Status Report                                                    |
|                      | September 25 | Title III 40% Veterans<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III Rapid Response                 | 10E<br>10E<br>10E<br>JTPA 121, 122R                                               |
| Sep. 30              | October 8    | SYETP—Title II-B                                                                                                        | FB98-110C1—End of Program Report                                                  |
|                      | October 10   | All Adult Funding Sources                                                                                               | Postprogram Follow-up                                                             |
|                      | October 20   | Defense Diversification<br>Defense Conversion<br>National Reserve                                                       | 10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E,                                     |
|                      |              | All Funding Sources<br>excluding Title II-B, 8%,<br>and Title IV                                                        | Individual Participant Data                                                       |
|                      | October 25   | All Title II<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III 40% Veterans<br>Title III Rapid Response | 10, 11, 12<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>12E, JTPA 121, 122R |
|                      | November 4   | 8% Education                                                                                                            | 10, 11, 12                                                                        |
|                      | December 31  | SYETP—Title II-B                                                                                                        | 10, 11                                                                            |

| <b>REPORT PERIOD ENDING</b> | <b>DUE DATE</b> | <b>SUBGRANTS</b>                                                                                                                                                                                | <b>REPORT FORMS</b>                                                                                                      |
|-----------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Oct. 31                     | November 5      | Title III 40% Veterans                                                                                                                                                                          | Veterans Supplemental                                                                                                    |
|                             | November 10     | All Adult Funding Sources<br>BCCP                                                                                                                                                               | Postprogram Follow-up<br>Risk Assessment Table                                                                           |
|                             | November 15     | Y2K                                                                                                                                                                                             | JTPA Systems Y2K Status<br>Report                                                                                        |
|                             | November 25     | Title III 40% Veterans<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III Rapid Response                                                                                         | 10E<br>10E<br>10E<br>JTPA 121, 122R                                                                                      |
| Nov. 30                     | December 5      | Title III 40% Veterans                                                                                                                                                                          | Veterans Supplemental                                                                                                    |
|                             | December 10     | All Adult Funding Sources                                                                                                                                                                       | Postprogram Follow-up                                                                                                    |
|                             | December 25     | Title III 40% Veterans<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III Rapid Response                                                                                         | 10E<br>10E<br>10E<br>JTPA 121, 122R                                                                                      |
| Dec. 31                     | January 10      | All Adult Funding Sources                                                                                                                                                                       | Postprogram Follow-up                                                                                                    |
|                             | January 20      | Defense Diversification<br>Defense Conversion<br>National Reserve                                                                                                                               | 10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E                                                                             |
|                             | January 25      | All Funding Sources<br>excluding Title II-B, 8%,<br>and Title IV<br><br>All Title II<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III 40% Veterans<br>Title III Rapid Response | Individual Participant Data<br><br><br>10, 11, 12<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>12E, JTPA 121, 122R |
|                             | February 4      | 8% Education                                                                                                                                                                                    | 10, 11, 12                                                                                                               |

| <b>REPORT PERIOD ENDING</b> | <b>DUE DATE</b> | <b>SUBGRANTS</b>                                                 | <b>REPORT FORMS</b>            |
|-----------------------------|-----------------|------------------------------------------------------------------|--------------------------------|
| Jan. 31                     | February 5      | Title III 40% Veterans                                           | Veterans Supplemental          |
|                             | February 10     | All Adult Funding Sources                                        | Postprogram Follow-up          |
|                             | February 25     | Title III Formula 60%                                            | 10E                            |
|                             |                 | Title III Governor's 40%                                         | 10E                            |
|                             |                 | Title III 40% Veterans                                           | 10E                            |
|                             |                 | Title III Rapid Response                                         | JTPA 121, 122R                 |
| Feb. 28                     | March 5         | Title III 40% Veterans                                           | Veterans Supplemental          |
|                             | March 10        | All Adult Funding Sources                                        | Postprogram Follow-up          |
|                             | March 15        | Y2K                                                              | JTPA Systems Y2K Status Report |
|                             | March 25        | Title III 40% Veterans                                           | 10E                            |
|                             |                 | Title III Formula 60%                                            | 10E                            |
|                             |                 | Title III Governor's 40%                                         | 10E                            |
|                             |                 | Title III Rapid Response                                         | JTPA 121, 122R                 |
| Mar. 31                     | April 10        | All Adult Funding Sources                                        | Postprogram Follow-up          |
|                             | April 20        | Defense Diversification                                          | 10E, 11, 12E                   |
|                             |                 | Defense Conversion                                               | 10E, 11, 12E                   |
|                             |                 | National Reserve                                                 | 10E, 11, 12E                   |
|                             | April 25        | All Funding Sources<br>excluding Title II-B, 8%,<br>and Title IV | Individual Participant Data    |
|                             |                 | All Title II                                                     | 10, 11, 12                     |
|                             |                 | Title III Formula 60%                                            | 10E, 11, 12E                   |
|                             |                 | Title III Governor's 40%                                         | 10E, 11, 12E                   |
|                             |                 | Title III 40% Veterans                                           | 10E, 11, 12E                   |
|                             |                 | Title III Rapid Response                                         | 12E, JTPA 121, 122R            |
|                             | May 4           | 8% Education                                                     | 10, 11, 12                     |
| Apr. 30                     | May 5           | Title III 40% Veterans                                           | Veterans Supplemental          |
|                             | May 10          | All Adult Funding Sources                                        | Postprogram Follow-up          |
|                             | May 25          | Title III 40% Veterans                                           | 10E                            |
|                             |                 | Title III Formula 60%                                            | 10E                            |
|                             |                 | Title III Governor's 40%                                         | 10E                            |
|                             |                 | Title III Rapid Response                                         | JTPA 121, 122R                 |

| <b>REPORT PERIOD ENDING</b>            | <b>DUE DATE</b> | <b>SUBGRANTS</b>                                                                                                                                                                                                                                          | <b>REPORT FORMS</b>                                                                                                                                                |
|----------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 31                                 | June 5          | Title III 40% Veterans                                                                                                                                                                                                                                    | Veterans Supplemental                                                                                                                                              |
|                                        | June 10         | All Adult Funding Sources                                                                                                                                                                                                                                 | Postprogram Follow-up                                                                                                                                              |
|                                        | June 15         | Y2K                                                                                                                                                                                                                                                       | JTPA Systems Y2K Status Report                                                                                                                                     |
|                                        | June 25         | Title III 40% Veterans<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III Rapid Response                                                                                                                                                   | 10E<br>10E<br>10E<br>JTPA 121, 122R                                                                                                                                |
| Jun. 15                                | June 28         | SYETP—Title II-B                                                                                                                                                                                                                                          | FB98-110A1—Planning Estimates                                                                                                                                      |
| Jun. 30                                | July 10         | All Adult Funding Sources                                                                                                                                                                                                                                 | Postprogram Follow-up                                                                                                                                              |
| Initial Fourth-Quarter Reports         | July 20         | Defense Diversification<br>Defense Conversion<br>National Reserve                                                                                                                                                                                         | 10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E                                                                                                                       |
|                                        | July 25         | All Funding Sources excluding Title II-B, 8%, and Title IV<br><br>All Title II<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III 40% Veterans<br>Title III Rapid Response                                                                 | Individual Participant Data<br><br>10, 11, 12<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>12E, JTPA 121, 122R                                               |
|                                        | August 4        | 8% Education                                                                                                                                                                                                                                              | 10, 11, 12                                                                                                                                                         |
| Jun. 30                                | August 20       | All Funding Sources exc. Title II-B, 8%, and Title IV<br><br>All Title II<br>Defense Diversification<br>Defense Conversion<br>National Reserve<br>Title III 40% Veterans<br>Title III Formula 60%<br>Title III Governor's 40%<br>Title III Rapid Response | Individual Participant Data<br><br>10,11,12<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>10E, 11, 12E<br>12E, JTPA 121, 122R |
| Final (Revised) Fourth-Quarter Reports |                 |                                                                                                                                                                                                                                                           |                                                                                                                                                                    |

**NOTE:** When the reporting deadline falls on a weekend or holiday, the reports are due on the last working day prior to the reporting deadline.

**STATE OF CALIFORNIA  
JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT**

|                                                                                                                                                                                                                                                                                                                                                                                             |                                         |                                          |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|------|
| <b>I. IDENTIFYING INFORMATION:</b>                                                                                                                                                                                                                                                                                                                                                          |                                         |                                          |      |
| SUBRECIPIENT NAME AND ADDRESS:                                                                                                                                                                                                                                                                                                                                                              |                                         | PROJECT TERM:<br><br>/ / THROUGH / /     |      |
|                                                                                                                                                                                                                                                                                                                                                                                             |                                         | REPORT PERIOD:<br><br>/ / THROUGH / /    |      |
| <b>II. RAPID RESPONSE EXPENDITURE DATA:</b>                                                                                                                                                                                                                                                                                                                                                 |                                         |                                          |      |
| PLAN<br>CURRENT QUARTER<br><br>\$                                                                                                                                                                                                                                                                                                                                                           | ACTUAL<br>MONTHLY EXPENDITURE<br><br>\$ | CUMULATIVE FOR<br>PROGRAM YEAR<br><br>\$ |      |
| <b>III. ON SITE BATCH REPORT:</b>                                                                                                                                                                                                                                                                                                                                                           |                                         |                                          |      |
| NUMBER OF ON-SITE VISIT REPORTS (JTPA 121) ATTACHED:                                                                                                                                                                                                                                                                                                                                        |                                         |                                          |      |
| <b>IV. COMMENTS/ACCOMPLISHMENTS TO DATE:</b>                                                                                                                                                                                                                                                                                                                                                |                                         |                                          |      |
| (In narrative briefly (a) describe accomplishments in comparison to project objectives/deliverables; (b) discuss any problem delays or unexpected developments that have been encountered and if the project design (activities and services) is substantially the same as that specified in the plan; and (c) provide any other relative comments. (Attach additional pages if necessary.) |                                         |                                          |      |
| Contact Person                                                                                                                                                                                                                                                                                                                                                                              | Title                                   | Telephone Number                         | Date |
| Submit report by the 25th of each month following the end of the report month.                                                                                                                                                                                                                                                                                                              |                                         |                                          |      |
| TO: Financial Management Unit<br>Job Training Partnership Division<br>P.O. Box 826880, MIC 69<br>Sacramento, CA 94280-0001<br>FAX Number: (916) 654-9586                                                                                                                                                                                                                                    |                                         | Number of Pages:                         |      |
|                                                                                                                                                                                                                                                                                                                                                                                             |                                         | From:                                    |      |
|                                                                                                                                                                                                                                                                                                                                                                                             |                                         | SDA:                                     |      |
|                                                                                                                                                                                                                                                                                                                                                                                             |                                         | Phone Number:                            |      |

JTPA 122R (Rev. 7/99) Title III Project